

**Data Base Documentation for
Data File: Public Libraries Survey, FY 1998**

**Federal-State Cooperative System
for Public Library Data**

**U.S. Department of Education
National Center for Education Statistics**

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I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The PLS is conducted in compliance with the NCES mission “to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including ... the learning and teaching environment, including data on libraries...”, (P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 (a)).

The universe of public libraries was surveyed, as identified by state library agencies in the 50 States, the District of Columbia, and the Outlying Areas of Guam and the Northern Mariana Islands.¹ The PLS data were collected for NCES by a network of state data coordinators appointed by the chief officers of state library agencies. The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet, or it may have more than one outlet. (Note: Some multiple-outlet public libraries have no central outlet or more than one central outlet. These libraries are identified in appendix H.)

The FY 1998 PLS collected 53 items on each public library (40 basic data items and 13 library identification items); 12 items on each public library service outlet; and four items on characteristics of the state data submission (i.e., the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas.) Three new items were included on the FY 1998 PLS: geographic code, number of Internet terminals used by staff only, and number of Internet terminals used by the general public. The survey data entry screens are included in appendix E and the survey definitions in appendix F. The FSCS definition of a public library is provided in item 7D of the Administration Entity Data Element Definitions.

The basic data for a multiple-outlet library are provided to NCES as aggregate data. The basic data include population of legal service area, number of full-time equivalent staff, service outlets, library materials, operating income and expenditures, capital outlay, circulation, reference transactions, library visits, public service hours, interlibrary loans, circulation of children's materials, children's program attendance, and several electronic items. The library identification items include the public library's name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, and geographic code. The items collected on each public library outlet include the outlet's name and address, telephone number, county, type of outlet, metropolitan status, number of bookmobiles, and Web address.

Three data base files were generated (in Microsoft Access and ASCII format) from the FY 1998 PLS. The files are as follows:

1. Public Library Data File (PUBLIB98.MDB and PUBLIB98.TXT).² This data file includes data for the universe of 8,966 public libraries (8,964 public libraries in the 50 states and the District of Columbia and two public libraries in the Outlying Areas of Guam and the Northern Mariana Islands). Appendix A contains the record layout.
2. Public Library State Summary/State Characteristics Data File (SUMCHR98.MDB and SUMCHR98.TXT).² Appendix B contains the record layout. The data file includes:

¹ The other outlying areas did not report any data. NCES is working with the other areas and hopes to be able to include their data in future years.

² The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

- a. State summary data. These are state totals of the numeric data reported on the PUBLIB98.MDB and PUBLIB98.TXT files for all public libraries in each of the 50 states, the District of Columbia, and the outlying areas of Guam and the Northern Mariana Islands.
 - b. State characteristics data. These data consist of four items reported on a "state characteristics" record for each of the 50 states, the District of Columbia, and the outlying areas: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PLOUT98.MDB and PLOUT98.TXT).² This data file includes identifying information and a few basic data items for the universe of 16,994 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) (16,983 outlets in the 50 states and the District of Columbia, and 11 outlets in the outlying areas of Guam and the Northern Mariana Islands). Appendix C contains the record layout.

II. User's Guide

A. Survey Methodology

Survey Universe

The survey universe consists of 8,966 public libraries (8,964 public libraries in the 50 states and the District of Columbia and two public libraries in the Outlying Areas of Guam and the Northern Mariana Islands), as identified by state library agencies. Military libraries that provide public library service and libraries that serve residents of state institutions are not included. Data were not systematically collected from public libraries on Native American reservations -- a total of 26 such libraries are included on the file.

Survey Response

Unit response. A total of 8,806 of the 8,966 public libraries in the survey universe responded to the FY 1998 Public Libraries Survey, for a unit response rate of 98.2 percent. Respondents to the survey are defined as public library administrative entities for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total income, total operating expenditures, book/serial volumes, and total circulation.

Item response. For national totals, item response rates fell below 70 percent (the NCES statistical standard for data tabulation and analysis) for two items: the number of Internet terminals used by staff only (38.3 percent) and the number of Internet terminals used by the general public (56.6 percent). These two items were new to the survey in FY 1998, so their response rates should increase in the future. For state totals, response rates fell below 70 percent in 38 states for several items (see following list). The missing data were imputed, with the exception of the two new items mentioned above, which will be imputed in FY 1999, and geographic code, which will not be imputed. See *Imputation* under the section *Caveats for Using these Data* for a discussion of the imputation methodology.

Items with state response rates below 70 percent:

<u>Library visits</u>	<u>Response rate</u>	<u>Reference transactions</u>	<u>Response rate</u>
Maryland	54.2	District of Columbia	0.0
Massachusetts	53.1	Massachusetts	67.7
Oregon	56.7	South Dakota	58.6
Washington	66.7	Utah	61.4
		Vermont	67.9
		Washington	65.2

<u>Circulation of children's materials</u>	<u>Response rate</u>
Vermont	68.4
<u>Children's program attendance</u>	<u>Response rate</u>
Maine	66.2
<u>Federal Government Income</u>	<u>Response rate</u>
New Mexico	47.2
<u>Employee Benefits Expenditures</u>	<u>Response rate</u>
Connecticut	68.0
<u>Capital outlay</u>	<u>Response rate</u>
Montana	0.0
<u>Expenditures for materials in electronic format</u>	<u>Response rate</u>
California	69.3
Florida	14.5
Maine	48.0
<u>Expenditures for electronic access</u>	<u>Response rate</u>
Alaska	68.7
Maine	48.3
<u>Geographic code</u>	<u>Response rate</u>
Illinois	0.0
<u>Internet terminals used by staff only</u>	<u>Response rate</u>
Alaska	22.9
Alabama	33.3
Arkansas	63.2
Arizona	15.0
California	2.8
Colorado	4.5
Connecticut	7.2
Delaware	10.0
Georgia	0.0
Iowa	19.2
Idaho	11.7
Indiana	10.5
Kentucky	5.2
Massachusetts	4.3

<u>Internet terminals used by staff only</u>	<u>Response rate</u>
<i>(Continued)</i>	
Maryland	0.0
Maine	23.8
Michigan	8.2
Missouri	22.7
Montana	16.5
Nebraska	34.9
New Mexico	6.9
Nevada	4.3
New York	5.5
Ohio	0.0
Oregon	5.5
Pennsylvania	9.2
Rhode Island	6.3
South Dakota	42.3
Tennessee	6.3
Texas	13.6
Utah	20.0
Virginia	0.0
Washington	0.0
Wyoming	0.0
<u>Internet terminals used by general public</u>	<u>Response rate</u>
Alaska	22.9
Alabama	33.3
Arkansas	63.2
Arizona	15.0
California	2.8
Connecticut	7.2
Delaware	10.0
Georgia	0.0
Iowa	19.2
Idaho	11.7
Kentucky	5.2
Maryland	0.0
Maine	23.4
Michigan	8.2
Nebraska	35.7
New Mexico	6.9
Nevada	4.3
New York	5.5
Ohio	0.0
Oklahoma	28.7
Oregon	6.5
Rhode Island	6.3
South Dakota	42.3
Tennessee	6.3
Texas	13.6
Utah	20.0
Virginia	0.0
Washington	1.5
Wyoming	0.0

Caveats for Using these Data

Using the Data to Make Comparisons. The FY 1998 PLS data file includes imputations for nonresponding libraries, at the unit and item levels. Comparisons to data prior to FY 1995 should be made with caution, as earlier data files do not include imputations for nonrespondents, and the percentage of libraries responding to a given item varied widely among states. **Note: FY 1992 through FY 1994 *imputed* files have been produced and should be released in the Summer of 2001.**

State data comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>.

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District's data to state data. Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

Reporting Period. The FY 1998 PLS requested data for state fiscal year 1998. In some states, the fiscal year reporting period varies among localities. In such cases, the state was requested to report the earliest starting date and latest ending date reported by their public libraries. Therefore, the reporting period for some states spans more than a 12-month period (see table below). However, in these states, each public library provided data for a 12-month period. In three states (Michigan, Pennsylvania, and Texas), some libraries reported data for FY 1997. Most of West Virginia's data are for FY 1997, although their reporting period of record is FY 1998.

States by Reporting Period

07/97 to 06/98		01/98 to 12/98	Other
AK	NE	AR	11/96 to 09/98: MI
AZ	NM	CO	01/97 to 06/98: PA
CA	NV	IN	01/97 to 12/98: TX
CT	OK	KS	03/97 to 12/98: NY
DE	OR	LA	07/97 to 12/98: NH, UT, VT
GA	RI	ME	10/97 to 09/98: AL, DC, FL, ID,
HI	SC	MN	MS, GU*, MP*
IA	TN	MO	
IL	VA	ND	
KY	WV	NJ	
MA	WY	OH	
MD		SD	
MT		WA	
NC		WI	

*GU -- Guam

MP -- Northern Mariana Islands

Survey Population Items

The PLS has three population items: 1) Population of Legal Service Area (reported for each public library by the state library agency), 2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and 3) Official State Total Population Estimate (reported by the state library agency).³ The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Thirty-one states had such "overlapping" service areas in FY 1998. (See appendix G for a list of these states).

In order to do meaningful analysis using Population of Legal Service Area data (for example, the number of books/serial volumes per capita), these data were adjusted to eliminate duplicative reporting in states with overlapping service areas. The Public Library Data File (PUBLIB98.MDB and PUBLIB98.TXT) has a derived unduplicated population of legal service area for *each library* for this purpose, called POPU_UND. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

Survey Processing

The FY 1998 PLS was mailed to the states June 30, 1999 and had a due date of September 15, 1999. The last original data submission was received in April 2000, and edit follow-up was completed in November 2000. States reported their data electronically, using a personal computer software program provided by NCES. The data reported to NCES on the PLS are usually only part of the data most states collect from their local public libraries.

Editing

State level. The survey software generates on-screen edit messages during the data entry process, enabling the respondent to review the data and correct any errors immediately. Following data entry, the respondent generates an edit report which lists all data falling outside established limits, for additional review before submission of the final file to NCES.

Respondents also used the survey software to generate state summary data tables and single-library data tables. They were encouraged to review the tables for data quality problems before submitting their final data. States submitted their final data with a signed form from the chief officer of the state library agency, certifying the accuracy of the data.

1. Relational edit checks. This is a data consistency check between related data elements. For example, an error message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. Out-of-range edit checks. This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an error message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within $\pm 5,000$ or +25% to -10% of last year's value for Total Circulation.
3. Arithmetic edit checks. This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an error message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).

³ The survey definitions are provided in appendix F.

4. Blank, zero, or invalid data edit checks. This is a check of reported data against acceptable values. For example, an error message is generated if Book/Serial Volumes is 0 or blank.

Respondents also used the survey software to generate state summary tables (corresponding to the tables in this report but limited to their state's data) and single-library tables (showing data for individual public libraries in their state). States were encouraged to review the tables for data quality before submitting their final data to NCES. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

National level. NCES and the U.S. Bureau of the Census (the data collection agent for the survey) reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

Imputation

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Item imputation was performed on each record with nonresponse variables.

A. For libraries that responded in 1997 but not 1998 (or in 1996 but not in 1997 or 1998):

1. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1997 and 1998 (or in both 1996 and 1998).
2. The average changes computed in step 1 were applied to the 1997 data (or 1996 data) of 1998 nonresponding libraries to obtain an estimate for 1998.

This "growth rate" method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.

3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 2.
4. Total operating expenditures were derived by summing total staff expenditures, total collection expenditures, and other operating expenditures estimated in step 2.
5. For (a) income variables (i.e., total income and income from federal, state, and local government sources) and (b) selected electronic variables (i.e., number of library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access), both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1997 (or 1996) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 1998 and 1997 (or 1998 and 1996). This growth rate was applied to the nonresponding library's 1997 (or 1996) data to obtain an estimate for 1998. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
6. Other income was derived by subtracting income from federal, state, and local sources from total income.
7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.

8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
9. Access to electronic services and access to the Internet were imputed based on the prior-year response of <Y>es or <N>o.
10. If access to the Internet is <N>o, the imputed value of Internet use code is "NA" (not applicable). If the value for access to the Internet is <Y>es, the imputed value for Internet use code is set to the prior-year value. If there is no prior year value, the imputed value is set equal to the most frequent response in the same state.

B. For libraries with no reported data in 1996, 1997, or 1998:

1. The mean of the imputation cell was calculated for all libraries that responded in 1998. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.

2. To impute total library visits, if the prior year data (1997 or 1996) were imputed using reported data then the 'growth rate' method was used. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.
3. Children's program attendance was estimated using the method described in step 2 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
4. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
5. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step 1.
6. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step 1.
7. Access to electronic services and access to the Internet were imputed based on the current-year response to operating expenditures for electronic access. (The value was set to <Y>es if electronic access expenditures was greater than 0; otherwise, the value was set to <N>o.)
8. If there is no prior year value for Internet use code, the imputed value is set equal to the most frequent response for that variable in the same state.

C. For all non-responding libraries:

1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures in order to get capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

B. Guidelines for Processing Public Libraries Survey Data

General Information on the Survey

The States reported their Public Libraries Survey data using survey software provided by NCES. At survey mail-out, all numeric data cells were initialized with -2, and the states were instructed to replace all -2s with valid data. On the final file, alphanumeric data fields that are blank or that contain "M" and numeric data fields that contain -1 represent nonresponse. A zero (0) response is reported data and indicates the library, outlet, or other administrative entity had none of the item. A total of 3 files were generated from the survey (see Introduction).

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					IDENTIFICATION
STABR	02	1	A	(†)	Post Office state abbreviation code. See appendix D for list of Post Office State Codes.
FSCSKEY	06	3	A	1A	Library identification code assigned by NCES
LIBID	20	9	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	29	A	02	Name of library
ADDRESS	35	74	A	03	Street address of library
CITY	17	109	A	04	City or town of library
CNTY	17	126	A	4A	County of library
ZIP	05	143	A	05	Standard five-digit postal zip code for street address of administrative entity. (Note: Prior to FY 1998, this variable was called ZIP1.)
ZIP4	04	148	A	06	Four-digit postal zip code extension for street address of administrative entity. (Note: Prior to FY 1998, this variable was called ZIP2.)
PHONE	10	152	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	162	A	7A	Interlibrary Relationship Code HQ - Headquarters of a system, federation, or cooperative service ME - Member of a system, federation, or cooperative service, but not the headquarters NO - Not a member of a system, federation, or cooperative service
C_LEGBAS	02	164	A	7B	Legal Basis Code CI - Municipal government (city, town, or village) CO - County/Parish CC - City/County MJ - Multi-jurisdictional NL - Native American Tribal Government NP - Non-profit Association or Agency SC - School District SD - Special Library District (authority, board, or commission)

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					OT – Other (Note: Prior to FY 1998, this variable was called C_LEGBASE.)
C_ADMIN	02	166	A	7C	Administrative Structure Code MA - Administrative Entity with multiple direct service outlets where administrative offices are separate MO - Administrative Entity with multiple direct service outlets where administrative offices are not separate SO - Single Outlet Administrative Entity
C_FSCS	01	168	A	7D	FSCS Public Library Definition (public library meets all the criteria) Y - Yes N – No
GEOCODE	03	169	A	7E	Geographic Code CI1 - City (exactly) CI2 - City (most nearly) CO1 - County (exactly) CO2 - County (most nearly) MA1 - Metropolitan area (exactly) MA2 - Metropolitan area (most nearly) MC1 - Multi-County (exactly) MC2 - Multi-County (most nearly) SD1 - School District (exactly) SD2 - School District (most nearly) OTH - Other
POPU_LSA	09	172	N	08	POPULATION Population of the Legal Service Area (Note: Prior to FY 1998, this variable was called POPU.)
POPU_UND	09	181	N	(†)	Unduplicated population of the legal service area for the library. NCES prorated this value by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas. (Note: Prior to FY 1998, this variable was called POPU_UNDUP.)
CENTLIB	03	190	N	09	SERVICE OUTLETS Number of central libraries
BRANLIB	03	193	N	10	Number of branch libraries

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
BKMOB	03	196	N	11	Number of bookmobiles
MASTER	09	199	N	13	FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point.
LIBRARIA	09	208	N	14	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. (Note: Prior to FY 1998, this variable was called LIBRARIAN.)
OTHPAID	10	217	N	15	All other paid FTE employees. This field consists of seven integers and two decimals, with an explicit decimal point.
TOTSTAFF	10	227	N	16	Total paid FTE employees. This field consists of seven integers and two decimals, with an explicit decimal point. (Note: Prior to FY 1998, this variable was called TOTPEMP.)
LOCGVT	09	237	N	17	OPERATING INCOME Operating income from local government
STGVT	09	246	N	18	Operating income from state government
FEDGVT	09	255	N	19	Operating income from federal government
OTHINCM	09	264	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	10	273	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM)
SALARIES	09	283	N	22	OPERATING EXPENDITURES Salaries and wages for all library staff
BENEFIT	09	292	N	23	Employee benefits for all library staff
STAFFEXP	09	301	N	24	Total staff expenditures (includes SALARIES and BENEFIT). (Note: Prior to FY 1998, this variable was called TOTEXP.)
TOTEXPCO	09	310	N	25	Total expenditures on library collection. (Note: Prior to FY 1998, this variable was called TOTEXPCOL.)

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OTHOPEXP	09	319	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO).
TOTOPEXP	10	328	N	27	Total operating expenditures (includes STAFFEXP, TOTEXPCO, and OTHOPEXP). (Note: Prior to FY 1998, this variable was called TOTOPEXP1.)
CAPITAL OUTLAY EXPENDITURES					
CAPITAL	09	338	N	28	Expenditures for capital outlay
LIBRARY COLLECTION					
BKVOL	09	347	N	29	Number of books and serial volumes
AUDIO	09	356	N	30	Number of audio materials
VIDEO	09	365	N	32	Number of video materials
SUBSCRIP	09	374	N	33	Number of current serial subscriptions. (Note: Prior to FY 1998, this variable was called SUBSCRIPT.)
PUBLIC SERVICE HOURS					
HRS_OPEN	08	383	N	35	Total annual public service hours for all outlets of the public library. (Note: Prior to FY 1998, this variable was called DUPLI.)
LIBRARY SERVICES					
VISITS	09	391	N	36	Total annual library visits. (Note: Prior to FY 1998, this variable was called ATTEND.)
REFERENC	09	400	N	38	Total annual reference transactions. (Note: Prior to FY 1998, this variable was called REFERENCE.)
CIRCULATION					
TOTCIR	09	409	N	39	Total annual circulation transactions
INTER-LIBRARY LOANS					
LOANTO	06	418	N	40	Total annual loans provided to other libraries
LOANFM	06	424	N	41	Total annual loans received from other libraries
CHILDREN'S SERVICES					
KIDCIRCL	09	430	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
KIDATTEN	09	439	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children. (Note: Prior to FY 1998, this variable was called KIDATTEND.)
ELMATEXP	09	448	N	44	ELECTRONIC TECHNOLOGY Operating expenditures for library materials in electronic format
ELACCEXP	09	457	N	45	Operating expenditures for electronic access
ELMATS	09	466	N	46	Number of library materials in electronic format
ELSVACC	01	475	A	47	Library access to electronic services Y - Yes N - No M - Missing, not reported, unknown
INETACC	01	476	A	48	Library access to the Internet Y - Yes N - No M - Missing, not reported, unknown
INETUSE	02	477	A	49	Internet Use Code ST - Library staff only PI - Patrons through a staff intermediary only PE - Patrons either directly or through a staff intermediary NA - Not applicable M - Missing, not reported, unknown
STFTERMS	06	479	N	50	Internet terminals used by staff only
GPTERMS	06	485	N	51	Internet terminals used by general public
PUB_FIPS	02	491	A	(†)	OTHER Two-digit FIPS State Code. See appendix D for list of FIPS State Codes.
CNTYFIPS	03	493	A	(†)	Three-digit FIPS County Code.
YR_SUB	04	496	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 1998, this variable was called YR.)

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
OBEREG	02	500	A	(†)	Bureau of Economic Analysis Code (formerly, Office of Business Economics). 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI
RSTATUS	01	502	A	(†)	1 = Respondent, with no imputed data 2 = Respondent, with both reported and imputed data 3 = Nonrespondent, not imputed 4 = Nonrespondent with imputed data
IMP0	02	503	A	(†)	Item imputation flags (see appendix I) for: POPU_LSA
IMP1	02	505	A	(†)	CENTLIB
IMP2	02	507	A	(†)	BRANLIB
IMP3	02	509	A	(†)	BKMOB
IMP4	02	511	A	(†)	MASTER
IMP5	02	513	A	(†)	LIBRARIA
IMP6	02	515	A	(†)	OTHPAID
IMP7	02	517	A	(†)	TOTSTAFF
IMP8	02	519	A	(†)	LOCGVT
IMP9	02	521	A	(†)	STGVT
IMP10	02	523	A	(†)	FEDGVT
IMP11	02	525	A	(†)	OTHINCM
IMP12	02	527	A	(†)	TOTINCM
IMP13	02	529	A	(†)	SALARIES
IMP14	02	531	A	(†)	BENEFIT
IMP15	02	533	A	(†)	STAFFEXP
IMP16	02	535	A	(†)	TOTEXPCO
IMP17	02	537	A	(†)	OTHOPEXP
IMP18	02	539	A	(†)	TOTOPEXP
IMP19	02	541	A	(†)	CAPITAL
IMP20	02	543	A	(†)	BKVOL
IMP21	02	545	A	(†)	AUDIO
IMP22	02	547	A	(†)	VIDEO
IMP23	02	549	A	(†)	SUBSCRIP
IMP24	02	551	A	(†)	HRS_OPEN
IMP25	02	553	A	(†)	VISITS
IMP26	02	555	A	(†)	REFERENC

**Appendix A—Record Layout for Public Library Data File, FY 1998
(PUBLIB98.MDB and PUBLIB98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP27	02	557	A	(†)	TOTCIR
IMP28	02	559	A	(†)	LOANTO
IMP29	02	561	A	(†)	LOANFM
IMP30	02	563	A	(†)	KIDCIRCL
IMP31	02	565	A	(†)	KIDATTEN
IMP32	02	567	A	(†)	POPU_UND
IMP33	02	569	A	(†)	ELMATEXP
IMP34	02	571	A	(†)	ELACCEXP
IMP35	02	573	A	(†)	ELMATS
IMP36	02	575	A	(†)	ELSVACC
IMP37	02	577	A	(†)	INETACC
IMP38	02	579	A	(†)	INETUSE
IMP39	02	581	A	(†)	GPTERMS
IMP40	02	583	A	(†)	STFTERMS

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the Administrative Entity data entry screens (see appendix E).

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1998
(SUMCHR98.MDB and SUMCHR98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	(†)	IDENTIFICATION Two-character Post Office State Code. See appendix D for list of Post Office State Codes.
POPU_LSA	11	3	N	08	POPULATION Population of the legal service area
POPU_UND	10	14	N	5A	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen. Prior to FY 1998, this variable was called PERIOD_POP).
POPU_ST	10	24	N	05	Official state total population estimate (Note: This item is on the State Characteristics data entry screen. Prior to FY 1998, this variable was called PERIOD_EST.)
CENTLIB	05	34	N	09	SERVICE OUTLETS Number of central libraries
BRANLIB	05	39	N	10	Number of branch libraries
BKMOB	05	44	N	11	Number of bookmobiles
MASTER	11	49	N	13	FULL-TIME EQUIVALENT (FTE) PAID STAFF Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
LIBRARIA	11	60	N	14	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point. (Note: Prior to FY 1998, this variable was called LIBRARIAN.)
OTHPAID	12	71	N	15	All other paid FTE employees. This field consists of nine integers and two decimals with an explicit decimal point.
TOTSTAFF	12	83	N	16	Total paid FTE employees. This field consists of nine integers and two decimals with an explicit decimal point. (Note: Prior to FY 1998, this variable was called TOTPEMP.)
LOCGVT	11	95	N	17	OPERATING INCOME Operating income from local government
STGVT	11	106	N	18	Operating income from state government

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1998
(SUMCHR98.MDB and SUMCHR98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
FEDGVT	11	117	N	19	Operating income from federal government
OTHINCM	11	128	N	20	Other operating income (i.e., income not included in LOCGVT, STGVT, and FEDGVT)
TOTINCM	12	139	N	21	Total income (includes LOCGVT, STGVT, FEDGVT, and OTHINCM)
OPERATING EXPENDITURES					
SALARIES	11	151	N	22	Salaries and wages for all library staff
BENEFIT	11	162	N	23	Employee benefits for all library staff
STAFFEXP	11	173	N	24	Total staff expenditures (includes SALARIES and BENEFIT). (Note: Prior to FY 1998, this variable was called TOTEXP.)
TOTEXPCO	11	184	N	25	Total expenditures on library collection. (Note: Prior to FY 1998, this variable was called TOTEXPCOL.)
OTHOPEXP	11	195	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	12	206	N	27	Total operating expenditures (includes STAFFEXP, TOTEXPCO, and OTHOPEXP). (Note: Prior to FY 1998, this variable was called TOTOPEXP1.)
CAPITAL OUTLAY EXPENDITURES					
CAPITAL	11	218	N	28	Expenditures for capital outlay
LIBRARY COLLECTION					
BKVOL	11	229	N	29	Number of books and serial volumes
AUDIO	11	240	N	30	Number of audio materials
VIDEO	11	251	N	32	Number of video materials
SUBSCRIP	11	262	N	33	Number of current serial subscriptions. (Note: Prior to FY 1998, this variable was called SUBSCRIPT.)
PUBLIC SERVICE HOURS					
HRS_OPEN	10	273	N	35	Total annual public service hours for all outlets of the public library. (Note: Prior to FY 1998, this variable was called DUPLI.)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1998
(SUMCHR98.MDB and SUMCHR98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBRARY SERVICES					
VISITS	11	283	N	36	Total annual library visits. (Note: Prior to FY 1998, this variable was called ATTEND.)
REFERENC	11	294	N	38	Total annual reference transactions. (Note: Prior to FY 1998, this variable was called REFERENCE.)
CIRCULATION					
TOTCIR	11	305	N	39	Total annual circulation transactions
INTER-LIBRARY LOANS					
LOANTO	08	316	N	40	Total annual loans provided to other libraries
LOANFM	08	324	N	41	Total annual loans received from other libraries
CHILDREN'S SERVICES					
KIDCIRCL	09	332	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	341	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children. (Note: Prior to FY 1998, this variable was called KIDATTEND.)
ELECTRONIC TECHNOLOGY					
ELMATEXP	11	350	N	44	Operating expenditures for library materials in electronic format
ELACCEXP	11	361	N	45	Operating expenditures for electronic access
ELMATS	11	372	N	46	Number of library materials in electronic format
STFTERMS	06	383	N	50	Internet terminals used by staff only
GPTERMS	06	389	N	51	Internet terminals used by general public
OTHER					
STARTDAT	07	395	A	03	Reporting period starting date, in month/year format (e.g., 07/1997). (Note: This item is on the State Characteristics data entry screen. Prior to FY 1998, this variable was called PERIOD_PSM.)
ENDDATE	07	402	A	04	Reporting period ending date, in month/year format (e.g., 06/1998). (Note: This item is on the State Characteristics data entry screen. Prior to FY 1998, this variable was called PERIOD_PEM.)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1998
(SUMCHR98.MDB and SUMCHR98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
PUB_FIPS	02	409	A	(†)	Two-digit FIPS State Code. See appendix D for list of FIPS State Codes.
YR_SUB	04	411	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 1998, this variable was called YR.)
OBEREG	02	415	A	(†)	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00 - U.S. Service Schools 01 - New England - CT ME MA NH RI VT 02 - Mid East - DE DC MD NJ NY PA 03 - Great Lakes - IL IN MI OH WI 04 - Plains - IA KS MN MO NE ND SD 05 - Southeast - AL AR FL GA KY LA MS NC SC TN VA WV 06 - Southwest - AZ NM OK TX 07 - Rocky Mountains - CO ID MT UT WY 08 - Far West - AK CA HI NV OR WA 09 - Outlying Areas - AS FM GU MH MP PR PW VI Item imputation flags: 0 = All detail comprising total is reported data 1 = Some detail comprising total is imputed data 2 = All detail comprising total is imputed data
IMP0	02	417	A	(†)	POPU_LSA
IMP1	02	419	A	(†)	CENTLIB
IMP2	02	421	A	(†)	BRANLIB
IMP3	02	423	A	(†)	BKMOB
IMP4	02	425	A	(†)	MASTER
IMP5	02	427	A	(†)	LIBRARIA
IMP6	02	429	A	(†)	OTHPAID
IMP7	02	431	A	(†)	TOTSTAFF
IMP8	02	433	A	(†)	LOCGVT
IMP9	02	435	A	(†)	STGVT
IMP10	02	437	A	(†)	FEDGVT
IMP11	02	439	A	(†)	OTHINCM
IMP12	02	441	A	(†)	TOTINCM
IMP13	02	443	A	(†)	SALARIES
IMP14	02	445	A	(†)	BENEFIT
IMP15	02	447	A	(†)	STAFFEXP
IMP16	02	449	A	(†)	TOTEXPCO
IMP17	02	451	A	(†)	OTHOPEXP
IMP18	02	453	A	(†)	TOTOPEXP
IMP19	02	455	A	(†)	CAPITAL
IMP20	02	457	A	(†)	BKVOL
IMP21	02	459	A	(†)	AUDIO

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 1998
(SUMCHR98.MDB and SUMCHR98.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP22	02	461	A	(†)	VIDEO
IMP23	02	463	A	(†)	SUBSCRIP
IMP24	02	465	A	(†)	HRS_OPEN
IMP25	02	467	A	(†)	VISITS
IMP26	02	469	A	(†)	REFERENC
IMP27	02	471	A	(†)	TOTCIR
IMP28	02	473	A	(†)	LOANTO
IMP29	02	475	A	(†)	LOANFM
IMP30	02	477	A	(†)	KIDCIRCL
IMP31	02	479	A	(†)	KIDATTEN
IMP32	02	481	A	(†)	POPU_UND
IMP33	02	483	A	(†)	ELMATEXP
IMP34	02	485	A	(†)	ELACCEXP
IMP35	02	487	A	(†)	ELMATS
IMP39	02	489	A	(†)	GPTERMS
IMP40	02	491	A	(†)	STFTERMS

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the Administrative Entity or State Characteristics data entry screens (see appendix E).

Appendix C—Record Layout for Public Library Outlet File (PLOUT98.MDB and PLOUT98.TXT)

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	(†)	Two-character Post Office State Code for the outlet. See appendix D for list of Post Office State Codes.
FSCSKEY	06	3	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ. (Note: Prior to FY 1998, FSCSKEY was called K_DECTOP, and FSCS_SEQ was called K_SEQ.)
FSCS_SEQ	03	9	A	(†)	Outlet's unique three-digit suffix to FSCSKEY, assigned by NCES. (Note: Prior to FY 1998, FSCS_SEQ was called K_SEQ.)
LIBID	20	12	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a “=”.
LIBNAME	45	32	A	02	(Note: Prior to FY 1998, LIBID was called LIB_CODE.) Name of outlet. (Note: Prior to FY 1998, LIBNAME was called LIB_NAME.)
ADDRESS	35	77	A	03	Complete street address of outlet. (Note: Prior to FY 1998, ADDRESS was called LIB_ADDR.)
CITY	17	112	A	04	City or town of outlet. (Note: Prior to FY 1998, CITY was called LIB_CITY.)
CNTY	17	129	A	05	County of outlet. (Note: Prior to FY 1998, CNTY was called LIB_CNTY.)
ZIP	05	146	A	06	Standard five-digit postal zip code for street address of outlet. (Note: Prior to FY 1998, ZIP was called LIB_ZIP.)
ZIP4	04	151	A	07	Four-digit postal zip code extension for street address of outlet. (Note: Prior to FY 1998, ZIP4 was called LIB_ZIP4.)
PHONE	10	155	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072). (Note: Prior to FY 1998, PHONE was called LIB_PHONE.)
C_OUT_TY	02	165	A	09	Outlet Type CE - Central Library BR - Branch Library BS - Bookmobile(s)

Appendix C—Record Layout for Public Library Outlet File (PLOUT98.MDB and PLOUT98.TXT)

Variable name	Field length	Start position	Data type	Survey item	Description
					BM - Books-by-Mail Only (Note: Prior to FY 1998, C_OUT_TY was called C_OUT_TYP.)
C_MSA	02	167	A	10	Metropolitan Status Code CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits NO - Not in a Metropolitan Area M - Missing, not reported, unknown
L_NUM_BM	02	169	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TY = BS). (Note: Prior to FY 1998, L_NUM_BM was called LIB_NUM_BM.)
WEB_ADDR	50	171	A	13	Web address of the outlet.
PUB_FIPS	02	221	A	(†)	Two-digit FIPS State Code. See appendix D for list of FIPS State Codes.
CNTYFIPS	03	223	A	(†)	Three-digit FIPS County Code.
YR_SUB	04	226	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 1998, YR_SUB was called YR.)

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the Outlet data entry screen (see appendix E).

Administrative Entity or State Characteristics data entry screens (see appendix E).

Appendix D—State Codes

Post Office State Code	State Name	FIPS Code
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56

Appendix D—State Codes

Post Office State Code	State Name	FIPS Code
Outlying areas:		
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

Appendix E—Survey Data Entry Screens

State Characteristics Screen

WinPLUS - State Characteristics		Wyoming	FY-1998
01 Wyoming State Characteristics			
02 For FSCS Submission Year <input type="text" value="1998"/>			
03 Reporting Period Starting Date (MM/YYYY):		<input type="text" value="07/1997"/>	
04 Reporting Period Ending Date (MM/YYYY):		<input type="text" value="06/1998"/>	
05 Official State Total Population Estimate:		<input type="text" value="555,555"/>	
5A Total Unduplicated Population of Legal Service Areas:		<input type="text" value="555,555"/>	
<input type="button" value="Continue"/>		<input type="button" value="Exit"/>	

Appendix E—Survey Data Entry Screens

Administrative Entity Screen (page 1)

WinPLUS - View/Update Administrative Entity or Outlet Wyoming FY-1998

File Edit View

LIBID: 002 Administrative Entity: ALBANY COUNTY LIBRARY SYSTEM FSCS: WY0001

City: LARAMIE Page: 1

Identification

01 LIBID: 002

02 Name: ALBANY COUNTY LIBRARY SYSTEM

03 Address: 310 SOUTH 8TH ST

04 City: LARAMIE

05 Zip1: 82070 06 Zip2: 3959

07 Phone: (307)721-2580

7A InterLibrary Relationship: ME 7B Legal Basis: CO

7C Administrative Structure: NO 7D FSCS Public Library: Y 7E Geographic Code: 1

Population

08 Population of the Legal Service Area: 2

Service Outlets

09 Number of Centrals: 2

10 Number of Branches: 2

11 Number of Bookmobiles: 2

FTE Staff

13 ALA-MLS: -2.00

14 Total Librarians: -2.00

15 All Other Paid Staff: -2.00

16 Total Paid Employees: -2.00

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By Structure Changes Exit

Appendix E—Survey Data Entry Screens

Administrative Entity Screen (page 2)

WinPLUS - View/Update Administrative Entity or Outlet Wyoming FY-1998

File Edit View

LIBID: 002 Administrative Entity: ALBANY COUNTY LIBRARY SYSTEM FSCS: WY0001

City: LARAMIE Page 2

Operating Income		Capital Outlay	
17 Local Government:	1	28 Capital Outlay:	-2
18 State Government:	-2	Library Collection	
19 Federal Government:	-2	29 Book/Serial Volumes:	-2
20 Other Income:	-2	30 Audio:	-2
21 Total Income:	-2	32 Video:	-2
Operating Expenditures		33 Subscriptions:	-2
22 Salaries & Wages Exp:	-2	Public Service Hours Per Year	
23 Employee Benefits:	-2	35 Public Service Hrs/Yr:	-2
24 Total Staff Exp.:	-2	Service Per Typical Year	
25 Collection Exp.:	-2	36 Library Visits:	-2
26 Other Operating Exp.:	-2	38 Reference Transactions:	-2
27 Total Operating Exp.:	-2		

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By Structure Changes Exit

Appendix E—Survey Data Entry Screens

Administrative Entity Screen (page 3)

WinPLUS - View/Update Administrative Entity or Outlet Wyoming FY-1998

File Edit View

LIBID: 002 Administrative Entity: ALBANY COUNTY LIBRARY SYSTEM FSCS: WY0001

City: LARAMIE

Circulation		Electronic Technology Operating Expenditures	
39 Total Circulation:		44 Materials in Electronic Format Exp: (also include in #25 or #26)	.2
Inter-Library Loans		45 Electronic Access Exp: (also include in #25 or #26)	.2
40 Provided To:	-2	Library Collection	
41 Received From:	-2	46 Materials in Electronic Format	-2
Children's		Access and Use	
42 Children's Circulation:	-2	47 Electronic Services Access:	Y
43 Children's Program Attendance:	-2	48 Internet Access:	Y
		49 Internet Use Code:	PI
		Internet Terminals:	
		50 Used by Staff Only:	-2
		51 Used by General Public:	-2

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By Structure Changes Exit

Appendix E—Survey Data Entry Screens

Outlet Screen

WinPLUS - View/Update Administrative Entity or Outlet **Wyoming** **FY-1998** [X]

File Edit View

LIBID: [002] Administrative Entity: [ALBANY COUNTY LIBRARY SYSTEM] FSCS: [WY0001]

City: [LARAMIE]

Outlets

LIBID: [002] Select Affiliated Outlet: [ALBANY COUNTY LIBRARY SYSTEM]

01 Libid:	[002]	1A FSCS:	[WY0001]	[008]
02 Name:	[ALBANY COUNTY LIBRARY SYSTEM]			
03 Address:	[310 SOUTH 8TH ST]			
04 City:	[LARAMIE]	05 County:	[ALBANY COUNTY]	
06 Zip1:	[82070]	07 Zip2:	[3969]	
08 Phone:	[(307)721-2580]			
09 Outlet Type Code:	[CE]	10 Metropolitan Status code:	[NO]	
12 Number of Bookmobiles:	[0]			
13 Web Address:	http:// [www.wsl.state.wy.us/wyid/libraries/alby/index.html]			

Save Work Cancel Changes Previous Page Next Page [Navigation Icons] Hide Outlet Sort By Structure Changes Exit

Navigate Records

Appendix F—Survey Definitions

State Characteristics Data Element Definitions and Notes

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions and Notes
01	State (Automatic Display)	<p>Definition: This is the standard two-letter state abbreviation automatically assigned by WinPLUS.</p> <p>Note: See Appendix D — State Codes.</p>
02	FSCS Submission Year (Automatic Display)	<p>Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.</p>
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	<p>Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.</p>
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do</p>

Appendix F—Survey Definitions

have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.

Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.

Note: Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

Appendix F—Survey Definitions

Administrative Entity Data Element Definitions

ADMINISTRATIVE ENTITY (not a WinPLUS Data Element)*

Definition: This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The Administrative Entity may have a single outlet, or it may have more than one outlet.

Note: Do not report Administrative Entities Only, for purposes of this survey.

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name*	Definition: This is the legal name of the administrative entity. Note: Provide the name of the public library.
03	Street Address	Definition: This is the complete street address of the administrative entity.
04	City	Note: Do not report a post office box or general delivery. Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
05	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
06	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code. Note: Report telephone number without spacing or punctuation.

Appendix F—Survey Definitions

07A Interlibrary Relationship Code*

Select one of the following:

- HQ — Headquarters of a System, Federation, or Cooperative Service.
(Include any system, federation, or cooperative service member acting in this role.)
- ME — Member of a System, Federation, or Cooperative Service, but not the headquarters.
- NO — Not a Member of a System, Federation, or Cooperative Service.

HQ — Headquarters of a System, Federation, or Cooperative Service

Definition - HQ: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME — Member of a System, Federation, or Cooperative Service

Definition - ME: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC). This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

7B Legal Basis Code*

Definition: The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:

- CI — Municipal Government (city, town or village)
- CO — County/Parish
- CC — City/County
- MJ — Multi-jurisdictional
- NL — Native American Tribal Government
- NP — Non-profit Association or Agency

Appendix F—Survey Definitions

- SC — School District
- SD — Special Library District (authority, board, commission)
- OT — Other

- CI — Municipal Government (city, town or village)

Definition - CI: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

- CO — County/Parish

Definition - CO: An organized local government authorized in a state's constitution and statutes and established to provide general government.

- CC — City/County

Definition - CC: A multi-jurisdictional entity that is operated jointly by a county and a city.

- MJ — Multi-jurisdictional

Definition - MJ: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

- NL — Native American Tribal Government

Definition - NL: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

Appendix F—Survey Definitions

NP — Non-profit Association or Agency

Definition - NP: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC — School District

Definition - SC: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SD — Special Library District (authority, board, commission)

Definition - SD: This is a district, authority, board or commission authorized by state law to provide library services.

OT — Other

7C Administrative Structure Code*

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO — Administrative Entity with a Single Direct Service Outlet

MA — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition - MA: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), book-mobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

Appendix F—Survey Definitions

MO — Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition - MO: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO — Administrative Entity with a Single Direct Service Outlet

Definition - SO: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

7E Geographic Code**

Definition: Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.

Appendix F—Survey Definitions

CI1 — City (exactly)
CI2 — City (most nearly)
CO1 — County (exactly)
CO2 — County (most nearly)
MA1 — Metropolitan Area (exactly)
MA2 — Metropolitan Area (most nearly)
MC1 — Multi-County (exactly)
MC2 — Multi-County (most nearly)
SD1 — School District (exactly)
SD2 — School District (most nearly)
OTH— Other

Note: The Population of Legal Service Area (data element 08) should be reflected in the geographic code selected.

08 Population of the Legal Service Area

Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.

Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.

09 Number of Central Libraries

Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all administrative entities have a central library and some administrative entities have more than one central library.

10 Number of Branch Libraries

Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

Appendix F—Survey Definitions

- 11 Number of Bookmobiles
- Definition: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.
- Note: Count the number of vehicles in use, not the number of stops the vehicle makes.
- 12 Number of Book-by-Mail Only
- This automatic -display-only item was discontinued.

PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

- 13 ALA-MLS
- Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- 14 Total Librarians
- Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This also includes ALA-MLS (data element #13).
- 15 All Other Paid Staff
- Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 16 Total Paid Employees
- Definition: This is the sum of total librarians (data element #14) and all other paid staff (data element #15).

OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- 17 Local Government Income
- Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.

Appendix F—Survey Definitions

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|------------------------------|---|
| 18 State Government Income | Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights. |
| 19 Federal Government Income | Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. |
| 20 Other Income | Definition: This is all income other than that reported by Local, State, and Federal (data elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. |
| 21 Total Income | Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of data elements #17 through #20). |

OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) “on behalf of” the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

- | | |
|-----------------------------------|--|
| 22 Salaries & Wages Expenditures | Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits. |
| 23 Employee Benefits Expenditures | Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, work-men’s compensation, tuition, and housing benefits. |
| 24 Total Staff Expenditures | Definition: This includes salaries and wages (data element #22), and employee benefits (data element #23). |

Appendix F—Survey Definitions

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|---|--|
| <p>25 Collection Expenditures*</p> | <p>Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audiovisual materials, etc..</p> |
| <p>26 Other Operating Expenditures*</p> | <p>Definition: This includes all expenditures other than those for staff (data element #24) and collection (data element #25).</p> <p>Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.</p> |
| <p>27 Total Operating Expenditures*</p> | <p>Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (data elements #24, #25, and #26).</p> <p>Note: Includes Operating Expenditures for Electronic Access (data element #45) and Operating Expenditures for Library Materials in Electronic Format (data element #44).</p> |
| <p>28 Capital Outlay</p> | <p>Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.</p> <p>Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.</p> |

LIBRARY COLLECTION

Note: Report physical units for items 29-33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

- 29 Book/Serial Volumes
- Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when

Appendix F—Survey Definitions

the library has at least half of the issues in a publisher's volume.

30 Audio

Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.

31 Film

No longer collected.

32 Video

Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.

33 Subscriptions

Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.

Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

SERVICES

34 Unduplicated Hours

No longer collected

35 Public Service Hours per Year

Definition: This is the sum of annual public service hours for outlets.

Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

36 Library Visits

Definition: This is the total number of persons entering the library for whatever purpose during the year.

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Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic -mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are “Where are the children’s books?” and “I’m looking for a book with the call number 811.2G.” An example of a question of rules or policies is “Are you open until 9:00 to-night?”

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

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Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

CHILDREN'S SERVICES

42 Circulation of Children's Materials

Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.

43 Children's Program Attendance

Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.

Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

ELECTRONIC TECHNOLOGY

44 Operating Expenditures
for Library Materials in
Electronic Format*
(also include in #25 or #26)

Definition: Report operating expenditures for materials considered part of the collection, whether purchases or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

Appendix F—Survey Definitions

Note: These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the Administrative Entity screen.

- 45 Operating Expenditures
for Electronic Access*
(also include in #25 or #26)

Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.

Note: Report only operating expenditures. These expenditures should also be included in Collection Expenditures (data element #25) or Other Operating Expenditures (data element #26) on the administrative entity screen. Do NOT report capital expenditures for items in this category.

- 46 Number of Library Materials
in Electronic Format

Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

- 47 Access to Electronic Services

Answer <Y>es or <N>o or <M>issing (unknown, not reported) to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

Appendix F—Survey Definitions

48 Access to Internet

Answer <Y>es or <N>o or <M>issing (unknown, not reported) to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (data element #49). If the library does not have access to the Internet, respond <N>o to this data element and respond NA (Not Applicable) to element #49.

49 Internet Use Code

If the library has Internet access, is Internet used by (select one):

- ST — library staff only
- PI — patrons through a staff intermediary only
- PE — patrons either directly or through a staff intermediary
- NA — Not applicable
- M — Missing (unknown, not reported)

50 Number of Internet Terminals Used by Staff Only**

Definition: Number of computer terminals (PC, 'dumb terminal,' etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

51 Number of Internet Terminals Used by General Public**

Definition: Number of computer terminals (PC, 'dumb terminal,' etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.).

* Definition or related note has been revised.

**New data element.

Note: Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

Appendix F—Survey Definitions

Outlet Data Element Definitions

#	Data Element Name	Data Element Definitions and Notes
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip1	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip2	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>

Appendix F—Survey Definitions

09 Outlet Type Code

Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.

Select one of the following:

- BM — Books-by-Mail Only
- BR — Branch Library
- BS — Bookmobile(s)
- CE — Central Library

BM — Books-by-Mail Only

Definition - BM: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.

BR — Branch Library

Definition - BR: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

BS — Bookmobile(s)

Definition - BS: A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

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CE — Central Library

Definition - CE: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Not all Administrative Entities have a central library and some Administrative Entities have more than one central library.

10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

CC — Within the city limits of the central city of a Metropolitan Area.

NC — Metropolitan Area, but not within central city limits.

NO — Not in a Metropolitan Area.

M — Missing (unknown, now reported)

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

CC — Central City

Definition - CC: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not include any part of that city that extends outside the Metropolitan Area boundary.

NC — Metropolitan Area, but not within central city limits.

Definition - NC: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population

Appendix F—Survey Definitions

density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

- 11 Population of the Legal Service
Area by Type of Outlet***

No longer collected

- 12 Number of Bookmobiles in
the Bookmobile Outlet Record

Definition: The number of bookmobiles in the bookmobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet data element #9). A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

- 13 Web Address

Definition: This is the Web Address of the outlet.
http://_____.

***Data element was deleted.

Note: Some of the data element names that appear on the WinPLUS data entry screens are abbreviated.

Appendix G—States with Libraries with Overlapping Population of Legal Service Areas

Alabama
Alaska
Arizona
Colorado
Connecticut

Florida
Idaho
Indiana
Iowa
Kansas

Louisiana
Maine
Michigan
Minnesota
Mississippi

Missouri
Montana
Nebraska
Nevada
New Hampshire

New Jersey
New York
North Dakota
Oklahoma
Pennsylvania

Rhode Island
South Carolina
South Dakota
Tennessee
Vermont
Washington

Appendix H—Libraries with No Central Outlet or More Than One Central Outlet

Libraries with No Central Outlet:

OBS	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOKMOBILES
1	AL0001	CARL ELLIOTT REGIONAL LIBRARY	0	0	0	0
2	AL0010	CHEAHA REGIONAL LIBRARY	2	0	0	2
3	AL0036	CROSS TRAILS REGIONAL LIBRARY	0	0	0	0
4	AL0048	HORSESHOE BEND REGIONAL LIBRARY	2	0	0	2
5	AL0065	NORTHWEST REGIONAL LIBRARY	1	0	0	1
6	AL0075	WHEELER BASIN REGIONAL LIBRARY	0	0	0	0
7	AL0113	ESCAMBIA CO. COOP. LIBRARY SYSTEM	0	0	0	0
8	AL0120	MARENGO LIBRARY SYSTEM	1	0	0	1
9	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
10	AL0128	HARRISON REGIONAL LIBRARY SYSTEM	0	0	0	0
11	AL0139	PICKENS COUNTY COOPERATIVE LIBRARY	0	0	0	0
12	AL0144	ST. CLAIR COUNTY LIBRARY	1	0	1	0
13	AL0150	SUMTER COUNTY LIBRARY SYSTEM	0	0	0	0
14	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	8	0	8	0
15	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
16	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	88	0	85	3
17	CA0071	MONO COUNTY FREE LIBRARY	7	0	6	1
18	CA0073	MONTEREY COUNTY FREE LIBRARIES	18	0	16	2
19	CA0084	ORANGE COUNTY PUBLIC LIBRARY	26	0	26	0
20	CA0109	SAN BERNARDINO COUNTY LIBRARY	29	0	27	2
21	CA0112	SAN DIEGO COUNTY LIBRARY	33	0	31	2
22	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
23	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
24	CA0157	YOLO COUNTY LIBRARY	8	0	7	1
25	CA0199	RIVERSIDE COUNTY LIBRARY SERVICE	25	0	24	1
26	CO0037	DOUGLAS PLD	5	0	5	0
27	CO0039	EAGLE VALLEY LD	4	0	3	1
28	CO0049	GARFIELD CO PL SYS	6	0	6	0
29	CO0051	GRAND CO LD	5	0	5	0
30	CO0060	JEFFERSON CO PL	11	0	10	1
31	CO0103	SOUTH ROUTT LD	3	0	3	0
32	CO0145	WELD LD	10	0	9	1
33	DE0030	SUSSEX COUNTY DEPARTMENT OF LIBRARIES	1	0	0	1
34	DE0032	KENT COUNTY DEPARTMENT OF LIBRARIES	1	0	0	1
35	FL0018	CITRUS COUNTY LIBRARY SYSTEM	6	0	6	0
36	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
37	FL0039	LAKE COUNTY LIBRARY SYSTEM	6	0	6	0
38	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
39	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
40	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	23	0	23	0
41	FL0135	WILDERNESS COAST PUBLIC LIBRARIES	5	0	4	1
42	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	12	0	11	1
43	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
44	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
45	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	4	1
46	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
47	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	3	0	3	0
48	HI0001	HAWAII STATE PUBLIC LIBRARY SYSTEM	55	0	49	6
49	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
50	ID0120	KOOTENAI-SHOSHONE DISTRICT @	7	0	6	1
51	MD0002	ANNAPOLIS AND ANNE ARUNDE	15	0	15	0
52	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	18	0	16	2
53	MD0006	CAROLINE COUNTY PUBLIC LI	3	0	2	1
54	MD0007	CARROLL COUNTY LIBRARY	8	0	5	3
55	MD0013	HARFORD COUNTY LIBRARY	9	0	9	0
56	MD0017	PRINCE GEORGE'S COUNTY ME	19	0	19	0
57	MD0024	WORCESTER COUNTY LIBRARY	4	0	4	0
58	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
59	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
60	MI0361	WAYNE COUNTY PUBLIC LIBRARY	13	0	13	0
61	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
62	MN0038	CARVER COUNTY LIBRARY	5	0	5	0

Appendix H—Libraries with No Central Outlet or More Than One Central Outlet

63	MN0039	DAKOTA COUNTY LIBRARY	7	0	6	1
64	MN0041	HENNEPIN COUNTY LIBRARY	27	0	26	1
65	MN0043	RAMSEY COUNTY LIBRARY	7	0	7	0
66	MN0045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
67	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0
68	MN0051	PIONEERLAND LIBRARY SYSTEM	31	0	31	0
69	MN0068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
70	MN0104	FARIBAULT COUNTY LIBRARY	1	0	1	0
71	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
72	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
73	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
74	NC0002	APPALACHIAN REGIONAL LIBRARY	6	0	6	0
75	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
76	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	11	0	9	2
77	NC0008	FONTANA REGIONAL LIBRARY	7	0	6	1
78	NC0010	HYCONEECHEE REGIONAL LIBRARY	5	0	4	1
79	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
80	NC0013	NORTHWESTERN REGIONAL LIBRARY	13	0	12	1
81	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
82	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	16	0	14	2
83	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
84	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
85	NC0063	WAKE COUNTY DEPARTMENT OF LIBRARY	18	0	17	1
86	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
87	OH0046	GEAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
88	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	28	0	28	0
89	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
90	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
91	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
92	OR0117	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICE	1	0	1	0
93	PA0227	COLUMBIA CNTY TRAVELING LIB	1	0	0	1
94	PA0489	BUTLER COUNTY FED LIB SYSTEM	1	0	0	1
95	PA9005	BEAVER CO FED LIBRARY SYSTEM	1	0	0	1
96	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
97	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
98	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
99	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	1	0	0	1
100	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
101	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
102	UT0025	IRON COUNTY BOOKMOBILE LIBRARY	1	0	0	1
103	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
104	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
105	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
106	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
107	UT0037	RICH COUNTY BOOKMOBILE LIBRARY	1	0	0	1
108	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
109	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
110	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	17	0	17	0
111	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
112	UT0051	SUMMIT COUNTY LIBRARY	4	0	3	1
113	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	3	0	2	1
114	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	3	0	1	2
115	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
116	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	20	0	20	0
117	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
118	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	7	0	6	1
119	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
120	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	6	0	5	1
121	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
122	VA0064	PRINCE WILLIAM PUBLIC LIBRARY	10	0	10	0
123	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
124	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
125	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
126	WA0047	WALLA WALLA COUNTY	3	0	3	0
127	WA0057	WHATCOM COUNTY	11	0	10	1
128	WA0059	KING COUNTY LIBRARY	40	0	40	0
129	WA0061	MID-COLUMBIA LIBRARY	11	0	10	1
130	WA0063	PIERCE COUNTY	18	0	16	2
131	WA0065	SNO-ISLE REGIONAL	20	0	19	1

Appendix H—Libraries with No Central Outlet or More Than One Central Outlet

132	WA0066	SPOKANE COUNTY LIBRARY	9	0	9	0
133	WA0069	TIMBERLAND REGIONAL	27	0	27	0
134	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
135	WI0153	KIMBERLY-LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
136	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
			=====	=====	=====	=====
			1,167	0	1,064	103

Libraries with More Than One Central Outlet:

OBS	FSCS ID#	LIBRARY NAME	TOTAL	CENTRALS	BRANCHES	BOOKMOBILES
1	AZ0002	FLAGSTAFF CITY/COCONINO COUNTY LIBRARY DIST.	10	6	2	2
2	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	13	7	4	2
3	AZ0050	PINAL COUNTY LIBRARY DISTRICT	13	13	0	0
4	AZ0067	YAVAPAI COUNTY LIBRARY DISTRICT	18	18	0	0
5	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	8	0	0
6	CO0096	PIKES PEAK LD	14	2	10	2
7	CO0143	CLEAR CREEK LD	2	2	0	0
8	CO0146	RIO GRANDE LD	3	2	1	0
9	NV0008	LAS VEGAS-CLARK COUNTY DISTRICT LIBRARY	25	3	22	0
10	NV0027	ESMERALDA COUNTY LIBRARY	3	3	0	0
11	NY0778	THE NEW YORK PUBLIC LIBRARY	86	6	80	0
			=====	=====	=====	=====
			195	70	119	6

Appendix I—Imputation Flags and Definitions

- 0 if the variable is not imputed;
- 1 if Method 1 (mean growth rate) is used with 1997 data;
- 2 if Method 1 is used with 1996 data;
- 3 if Method 2 (hot-deck growth rate) is used with 1997 data;
- 4 if Method 2 is used with 1996 data;
- 5 if adjusted cell mean is used (i.e., population of legal service area > 0);
- 6 if unadjusted cell mean is used (i.e., population of legal service area ≤ 0);
- 7 if, for attendance, there is no prior year data, we used the ratio of 1998 total library visits to total population of legal service area (also called duplicated population) for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1998 population value;
- 8 if, for children's program attendance, we used the ratio of the nonrespondent's 1997 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1998 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1997 children's circulation to total circulation and multiplied the ratio by the nonrespondent's 1998 total circulation;
- 9 if, for children's program attendance, we used the ratio of the nonrespondent's 1996 children's program attendance to library visits and multiplied the ratio by the nonrespondent's 1998 library visits. Likewise, for children's circulation, we used the ratio of the nonrespondent's 1996 children's circulation to total circulation and multiplied the ratio by the nonrespondent's 1998 total circulation;
- 10 if, for children's program attendance, there is no prior year data, we used the ratio of 1998 total children's program attendance to total library visits for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1998 library visits. Likewise, for children's circulation, we used the ratio of 1998 total children's circulation to total circulation for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1998 total circulation;
- 11 if, for a derived variable, the variable is imputed;
- 12 if, for library visits, (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1997 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1998 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, we used the ratio of the nonrespondent's 1997 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1998 children's circulation;
- 13 if, for library visits, we have (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits), we used the ratio of the nonrespondent's 1996 library visits to children's program attendance and multiplied the ratio by the nonrespondent's 1998 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, we used the ratio of the

Appendix I—Imputation Flags and Definitions

nonrespondent's 1996 total circulation to children's circulation and multiplied the ratio by the nonrespondent's 1998 children's circulation;

- 14 if, for library visits, we have (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, we used the ratio of 1998 total library visits to total children's program attendance for the respondents in the imputation cell and multiplied the ratio by the nonrespondent's 1998 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, we used the ratio of 1998 total circulation to total children's circulation for the respondents in the imputation cell and multiplied the ratio by the respondent's 1998 children's circulation.
- 15 if, for population of legal service area, the 1998 data are missing, we used the prior year value or obtained a value from NCES.
- 16 if, for either electronic services access, Internet access, or Internet use code, the value was imputed using a prior year response.
- 17 if, for either electronic services access or Internet access, the value was imputed using the current year response to electronic access expenditures. If electronic access expenditures was > 0, the value was set to "Y". Otherwise, the value was set to "N".
- 18 if, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the mean ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.
- 19 if electronic access expenditures plus materials in electronic format expenditures was greater than the sum of other operating expenditures plus collection expenditures, both electronic expenditures variables were adjusted by the mean ratio of one expenditure to the mean sum of both expenditures.
- 20 No reported data.
- 21 if materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.
- 22 if materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures.
- 23 if materials in electronic format expenditures was adjusted by the ratio of the record's prior year materials in electronic format expenditures to materials in electronic format.
- 24 if annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1997 annual public service hours to 1997 total outlets. This method was used when the number of total outlets changed.
- 25 if annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1996 annual public service hours to 1996 total outlets. This method was used when the number of total outlets changed.

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- 26 if the response to the variable Internet access equals "N", then the variable Internet use code is imputed as "NA".
- 27 if the imputed response for the variable Internet use code is based on the most frequent response for the state.
- 28 if Internet access = "Y" and Internet use code = "ST" and Internet terminals used by staff only = -1 or > 0, then Internet terminals used by general public = 0.
- 30 if we used the same method as imputation method 1 but with 1997 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 31 If we used the same method as imputation method 2 but with 1996 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 Only used in special situations when the originally imputed value seems extremely high or extremely low. The value is adjusted by the previous year's response to state total.